



City of Austin Evaluation Checklist for Public Events

In response to the increasing concerns of COVID-19 across the nation, the City of Austin has developed this Evaluation Checklist that will be used to assess the level of risk associated with public events. It is intended for organizers and staff responsible for planning public or private events where a potential outbreak could strain the planning and response resources of the community hosting the event. In order to mitigate the spread of disease, this information will allow staff to provide the event sponsor guidance about how they can make improvements to ensure the overall health and safety of their event. Please note this checklist is subject to change due to the evolving nature of COVID-19 and guidance from federal, state and local government.

Events with permit applications in the City of Austin will be required to submit responses to this checklist in order to maintain their existing permit. New events applying for a permit will be required to include this checklist as part of their application.

For events not requiring a City of Austin permit: Events with over 2500 attendees are required to use this checklist as guidance and consider adjusting your event to include appropriate mitigation strategies or cancelling the event if you are unable to appropriately put enough mitigation plans in place. If you have questions about your mitigation plans, please feel free to submit them to the City of Austin at EHSD.service@austintexas.gov for review and we would be happy to partner with you to ensure safeguards are in place to protect the public health of our community.

Event Name _____

Event Date (s) _____

Event Location (s) _____

Permit / Case Number (if applicable) _____

Organizer Name _____

Organizer Email _____

Organizer Phone Number _____

Estimated Attendee Count _____

Evaluation Checklist for public events:

A. What type of event are you sponsoring?

Sporting _____

Cultural _____

Political _____

Other _____



B. What is the duration of the event?

Less than 24 hours (specify event duration in hours) _____

1 day to week _____

1 Month _____

Longer than 1 Month _____

C. How many and what type of venues will your event be using (footprint of the event)?

Indoor _____

Outdoor _____

Temporary _____

Permanent _____

D. Does your event require registration? Yes or No

1. If yes, please describe.

2. If not, what type of process do you use to determine the number of participants?

3. Describe your ability to contact event participants?

E. Please describe where your participants are coming from? For example, are they coming from International or domestic locations identified by the [CDC](https://www.cdc.gov/).

F. What is the anticipated number of attendees you are expecting each day by age category?

1. Under 18 _____

2. 18-44 _____

3. 45-64 _____

4. 65 and older _____

G. How large is the venue? (square footage, ingress and egress) What is the occupancy limit? Please provide a layout of the venue.

H. Will alcohol be served at the event? Yes ____ No ____



- I. Mitigation Plans: please provide information about how you will ensure the safety and spread of disease before, during and after your event. You should ensure you have a process to communicate messages to participants in case of an emergency.

Describe the following:

1. Your ability to isolate, manage and address the needs of people who are ill.
2. Your ability to disseminate public health messages.
3. Your ability to ensure hand sanitizer and disinfecting wipes are always stocked and available to participants. Please include type and quantity on hand prior to the event.
4. Your cleaning frequency including how often you clean and disinfect surfaces.
5. Toilet Facilities Yes ____ No ____
Describe quantity and type _____
6. Hand Washing Facilities with Running Water:
Describe quantity, type and location _____
7. Capability for last minute mitigation. What additional contingencies are you prepared to mitigate?

****Please be advised, this is an evolving situation that could change the risk profile prior to/during an event, and you should plan accordingly for possible cancellation or postponement.**